

UNITED STATES DISTRICT COURT OF THE NORTHERN MARIANA ISLANDS

VACANCY ANNOUNCEMENT NO. 07-01

POSITION: Official Court Reporter
CLASS LEVEL: CR-00 Level 1 through CR-00 Level 5
SALARY RANGE: \$60,042 - \$72,050, Plus 25% COLA subject to change, Plus transcript fees (\$75,052 - \$90,062 inclusive of COLA, Plus transcript fees)
CLOSING DATE: Open Until Filled - **Apply Now** (Position becomes available January 7, 2008)

DUTIES AND RESPONSIBILITIES:

An Official Court Reporter performs court reporting services for any judicial proceeding as may be required. The position requires the ability to record and transcribe verbatim testimony of courtroom proceedings, to read back all or any portions of the court records, to work well under pressure, to work extended court and transcription production hours within strict time limitations.

Official Court Reporters report directly to the Clerk of Court and Chief Deputy Clerk. Official Court Reporters must adhere to the requirements of the Court Reporter Management Plan of this District and maintain accurate, legible records which are subject to audit. This position involves completing record-keeping forms, documenting the information contained in reports, as well as maintaining and safeguarding records until their disposition according to the statutory requirements and Judicial Conference policy.

REQUIRED MINIMUM QUALIFICATIONS:

Applicants shall possess as a minimum requirement at least four years of prime court reporting experience in the free lance field of service or in other courts or a combination thereof, and have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association or passed an equivalent qualifying examination. Computer-Aided Transcription (CAT) and Realtime certification preferred.

SALARY LEVELS AND SPECIALIZED EXPERIENCE:

Court Reporter salary levels are determined as follows. NCRA certifications may be substituted with equivalent certification as defined by the United States Courts (add 25% COLA to salaries shown below):

Level 1 (\$60,042) - Must possess four years of court reporting experience in the freelance field of service in other courts or a combination thereof; and be an NCRA Registered Professional Reporter (RPR).

Level 2 (\$63,044) - Must possess ten (10) years of court reporting experience for a United States District Court, time spent serving in a United States District Court as a contract or per diem reporter may be credited toward this ten-year requirement; or be an NCRA Registered Merit Reporter (RMR).

Level 3 (\$66,046) - Must be either an NCRA Certified Realtime Reporter (CRR); or possess ten (10) years of court reporting experience for a United States District Court (as in Level 2) and be a Registered Merit Reporter (RMR).

Level 4 (\$69,048) - Must be a Certified Realtime Reporter (CRR) with either: ten (10) years of reporting experience for a United States District Court (as in Level 2), or Registered Merit Reporter (RMR).

Level 5 (\$72,050) - Must be a Certified Realtime Reporter (CRR); and have ten (10) years of reporting experience for a United States District Court (as in Level 2); and be a Registered Merit Reporter (RMR).

Applicants who are non-United States citizens must meet the requirements for federal employment. Only qualified applicants will be considered for this position. As a condition of employment, the selected candidate will be subject to an FBI background check. Employment will be considered provisional until the FBI background check is completed. This position is subject to a one year probationary period. Additionally, all court employees are **at will**, and therefore an employee may be removed from this position at any time if, after reasonable experience, the employee fails to perform at a satisfactory level. The Court requires employees to adhere to a Code of Ethics and Conduct. Electronic direct deposit of salary payments is mandatory.

The court reserves the right to modify the conditions of this job announcement, to hire a qualified applicant

and close this vacancy at any time, or to withdraw the job announcement. Interested applicants should submit as soon as possible: a cover letter, current resume, and a photocopy of professional certifications to:

**United States District Court for the
Northern Mariana Islands
2nd Floor, Horiguchi Building
P. O. Box 500687
Saipan, MP 96950
Attn: Galo L. Perez, Clerk of Court**

The United States District Court for the Northern Mariana Islands is an Equal Opportunity Employer.